

Lake County Job Opening

The Lake County Attorney's Office is accepting applications for:

Legal Secretary or Paralegal

DUTIES: This position primarily aids District Court prosecutors in the preparation and maintenance of case files and proceedings. Assists with the preparation and processing of revocations; extraditions; fugitives from justice; etc. Set up and organize legal files; Order various reports from various agencies; Produce various legal documents; Process tickets from law enforcement; Prepare motions, orders, notices, plea agreements and other documents; Calendar hearings, motion responses, felony calendar, trial calendar for District Court Judges, and trial calendars for prosecutors; Request and process all discovery; File pleadings with Justice Court and District Court; Communicate with victims and law enforcement regarding case status both orally and in writing; Trial preparation; Collect and process daily jail information, this includes getting reports, tickets and opening files. Performs other duties as assigned.

QUALIFICATIONS: Knowledge and understanding of: Law office practice (preferably criminal law); Familiarity with Justice Court and District Court procedure; Familiarity with legal terminology and statutes; Various office equipment including telephone, fax machine, copier, printer, computer, and media equipment; Microsoft Office software (Word, Excel and Outlook); Safety rules, procedures and practices; Lake County policies and procedures. Ability to: Multi-task; Be well organized; Maintain a professional disposition; Focus and concentrate in a stressful environment with heavy workloads and strict timelines; Work independently and self-directed; Maintain strict confidentiality; Communicate effectively orally and in writing; Follow verbal and written instructions; Utilize good interpersonal skills; Establish effective working relationships with law enforcement, fellow employees, supervisors, victims and the public; Use proper sentence structure, punctuation, grammar and spelling; Proofread; Maintain accuracy; Respond promptly to requests for assistance from the public and various office personnel; Handle stress and conflict; Conduct self with deference to the court and court personnel; Observe work hours and demonstrate punctuality; Work for sustained periods of time maintaining concentration and attention to detail; Observe established lines of authority; Perform a wide variety of tasks with accuracy and speed under the pressure of time-sensitive deadlines; Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

EDUCATION/EXPERIENCE: Minimum of two years of office experience.

Hours: Monday – Friday 8 – 5

Wage: \$11.00 - \$13.25 per hour/based on certification – This is covered union position

Applications are available online at www.lakemt.gov or the Lake County Human Resources Office. Applications must be turned into Lake County Job Service or to Lake County Human Resources by 5:00 p.m. July 1, 2016.

Lake County is an Equal Opportunity Employer